

MCRN MEETING ROOM BOOKING FORM

Name of group:

Brief description of activity to be conducted in the Meeting Room:

Hirer Contact Details

Name:

Address:

Telephone:

Mobile:

Email:

Public Liability Details

In using the Meeting Room, the Hirer agrees to indemnify the Mountains Community Resource Network (MCRN) against any claims caused by negligence of the hirer in connection with the use or occupation of the premises. This insurance shall not apply to negligence of the MCRN. Please attach a copy of a certificate of currency for Public Liability insurance.

Name of insured party:

Date of expiry:

We request coverage under the MCRN Public Liability insurance as do not have our own cover and our group/activity is community development or a social justice activity.

Please describe purpose of the group/activity:

Hirer Status

A community group

An individual hiring the room for private purposes

Current financial member of MCRN

A not-for-profit organisation

A profit-making group, organisation or business

Participants

Will participants be charged to attend the activity? Yes If Yes, how much per participant per session? _____
 No

Anticipated number of participants? _____

Booking Dates/Times

Date/s:

Start time: _____

End time: _____

Equipment Hire

Do you require access to any of MCRN's equipment during the time of room hire?

PA System

Video Camera

Laptop / Data Projector

Photo Camera

Display Boards

Disclaimer:

I have read and understood MCRN's Meeting Room Booking and Equipment Hire Policies. I agree to leave the meeting room in the same or better condition after use. Any loss or damage of equipment is my responsibility.

Signed:

Date: _____

NOTE:

If your meeting/activity time falls outside of usual business hours, contact MCRN on 0408 249 044 between 9am and 12 noon on Mondays, Wednesdays or Thursdays to arrange after-hours access to the building.

Please return this form and a scanned copy of any related documents to MCRN by email: support@mcrn.org.au